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ABSTRACT

Based upon the experiences of Cerritos College, this guide for educational agencies at all levels, presents a step-by-step explanation of the development, planning, implementation, and evaluation of an education/guidance/industry exchange program. Step 1 (Identify Subject Area) involved the selection of computer-assisted drafting (CAD) for Cerritos College's inservice education program because of existing cooperation and articulation agreements and high demand. Step 2 (Identify Businesses/Industries) consisted of targeting Bechtel Power Corporation and Rockwell International and conducting planning meetings with firm representatives. Step 3 (Identify Key Participants) involved sending letters to district superintendents to ask them to identify key personnel and to request release time for participants. As step 4 (Invite Workshop Participants), letters of invitation were sent to 40 drafting instructors, vocational counselors, key administrators from the unified school districts and the college, and representatives from special needs areas (e.g., women, handicapped, and disadvantaged). Step 5 (Conduct Workshop) consisted of presentations on the use of CAD at Bechtel and Rockwell and demonstrations of the firms' and college's equipment. Step 6 (Send Acknowledgements) and step 7 (Conduct Evaluation) involved sending certificates of completion and evaluation forms to participants and letters of appreciation to speakers and hosts. Appendices provide sample memos, letters, certificates, and other related materials. (LL)

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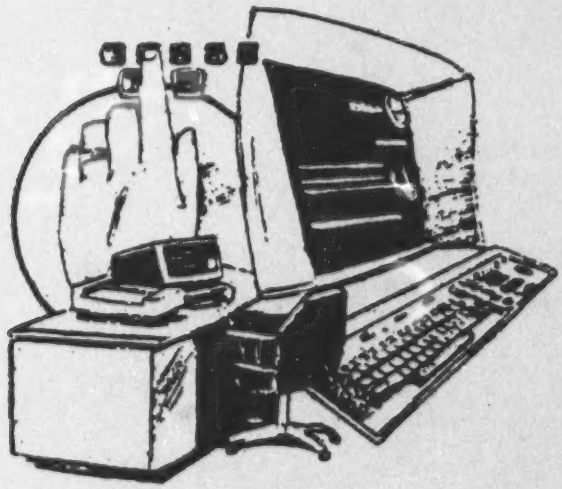
PROCEDURAL GUIDE

SEVEN STEPS
TO IMPLEMENTING
A
PERSONNEL TRAINING WORKSHOP

COMPUTER ASSISTED DRAFTING (CAD)



CERRITOS COLLEGE/BECHTEL POWER CORPORATION/ROCKWELL INTERNATIONAL

April 1, 1983

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VC 830 440

PROCEDURAL GUIDE

SEVEN STEPS
TO IMPLEMENTING
A
PERSONNEL TRAINING WORKSHOP

COMPUTER ASSISTED DRAFTING (CAD)

VEA SUBPART 3--ID No. CC-3-2-556

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PROJECT COORDINATOR
VEA PROJECT ASSISTANT
CERRITOS COLLEGE

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CERRITOS COLLEGE

APRIL 1, 1983

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TABLE OF CONTENTS

INTRODUCTION 1

STEP ONE -- IDENTIFY SUBJECT AREA 2
STEP TWO -- IDENTIFY BUSINESSES/INDUSTRIES 3
STEP THREE -- IDENTIFY KEY PARTICIPANTS 4
STEP FOUR -- INVITE WORKSHOP PARTICIPANTS 5
STEP FIVE -- CONDUCT WORKSHOP 6
STEP SIX -- SEND ACKNOWLEDGMENTS 9
STEP SEVEN -- CONDUCT EVALUATION 10

APPENDICES

APPENDIX A -- LETTER FROM PRESIDENT/SUPERINTENDENT . . 14
APPENDIX B -- LETTER TO ALL PARTICIPANTS 15
APPENDIX C -- LIST OF PARTICIPANTS 16
APPENDIX D -- AGENDA 18
APPENDIX E -- THANK YOU LETTER FROM PRESIDENT/SUPERIN. 19
APPENDIX F -- THANK YOU LETTER TO ALL PARTICIPANTS . . 20
APPENDIX G -- CERTIFICATE OF COMPLETION 21
APPENDIX H -- EVALUATION SHEET 22

INTRODUCTION

It has long been a recognized fact that better articulation is needed between the various businesses and industries represented in the subject areas for which educational agencies have established vocational programs and the instructors of those programs at secondary, postsecondary, and adult levels.

To that end, Cerritos College conducted, with the help of VEA Subpart 3 funding, a one-day demonstration inservice education workshop involving persons from vocational education, guidance personnel, and business and industry representatives in the drafting subject area. The College's emphasis was on an emerging high technology--Computer Assisted Drafting--otherwise known as CAD.

In cooperation with Bechtel Power Corporation in Norwalk, and Rockwell International in Downey, two of the largest employers in the Cerritos Community College District and, indeed, in the Southern California area, the College sponsored a CAD personnel training workshop on November 4, 1982. A total of forty-eight (48) persons participated.

The pages which follow present a detailed guide or step-by-step procedure to assist educational agencies at all levels in the development, planning, implementation, and evaluation of an education/guidance/industry exchange program.

STEP ONE
IDENTIFY SUBJECT AREA

In the emerging high technology fields of lasers, robotics, bio-engineering, microprocessors, avionics, genetics, computers, etc., Cerritos College chose Computer Assisted Drafting (CAD) for its inservice education program for the following reasons:

A. EXISTENCE OF ARTICULATION AGREEMENTS

Cerritos College has articulation agreements with its feeder high schools, Regional Occupational Programs, and adult schools in drafting as well as in five other technical areas. (See Trade and Industry Articulation Project, Final Report, 1981-1982.)

B. HIGH DEMAND

There is high demand in the Cerritos Community College area, as well as many other parts of the State, for Computer Assisted Drafters. In fact, the State of California has funded a project to train 96 CAD operators through a consortium effort, of which Cerritos College is one of the participating trainers.

C. EXISTING COOPERATION

Valuable cooperation has existed and still does exist between the College and those businesses/industries in the District involved in CAD. The College has worked with major industries to develop a drafting curriculum and program that meets the employment needs of the community.

STEP TWO
IDENTIFY BUSINESSES/INDUSTRIES

A. BECHTEL POWER CORPORATION

Bechtel Power Corporation is comprised of three divisions, one of which is located in Norwalk, California. Bechtel is involved in nuclear, fossil fuel, and geothermal power generating plants, and electrical transmission and distribution facilities. Its CAD system provides a vital part in the design or construction of thermal power plants and transmission systems worldwide.

B. ROCKWELL INTERNATIONAL

Rockwell International Space Systems Group in Downey, California, is the major contractor for the National Aeronautics and Space Administration in building manned spacecraft. This space group was responsible for the design and manufacture of the Apollo spacecraft used in the lunar landing program. It currently builds the re-usable shuttle spacecraft, the major element of the Space Transportation System program. Computer assisted drafting/design plays a major part in both the manufacture and design of space programs and space activities.

C. CONDUCT PLANNING MEETINGS

Meetings were conducted with representatives from both Bechtel and Rockwell to arrange for room locations, identify speakers, arrange for facilitators and for tour guides, and to plan details of the continental breakfast and the luncheon.

STEP THREE
IDENTIFY KEY PARTICIPANTS

A. LETTER TO SUPERINTENDENTS

Cerritos College has four unified school districts within its boundaries. In order to enlist the whole-hearted support and cooperation of these school districts, the Cerritos College President/Superintendent wrote a personal letter to each Unified School District superintendent requesting that selected guidance counselors and vocational instructors be released to attend the workshop. It was suggested that VEA Subpart 3 Personnel Training funds could possibly be used for this purpose. (See Appendix A for copy of the letter.)

Project staff feels that soliciting the cooperation of the superintendents in identifying key personnel to attend the workshop was the key to the success of the good attendance at the inservice training workshop.

B. SUGGESTED PARTICIPANTS

Included in the letters sent to the superintendents were the names of specific drafting instructors who had been involved in the previous year's articulation project and with whom the college has existing articulation agreements.

C. FOLLOW-UP

As an added follow-up, project personnel personally telephoned key contact persons in the superintendents' offices who would actually be handling the details such as release time, processing paperwork, hiring subs, etc.

STEP FOUR
INVITE PARTICIPANTS

Over forty persons were invited to attend the inservice industry exchange workshop. (See Appendix B for letter) These included the following:

A. DRAFTING INSTRUCTORS AND VOCATIONAL COUNSELORS--UNIFIED SCHOOL DISTRICTS

These participants were invited from thirteen feeder high schools, two Regional Occupational Programs, and four adult schools.

B. DRAFTING INSTRUCTORS--CERRITOS COLLEGE

C. KEY ADMINISTRATORS FROM THE USDs AND CERRITOS COLLEGE

D. REPRESENTATIVES FROM THE FOLLOWING SPECIAL NEEDS' AREAS

1. Women
2. Handicapped and Disabled
3. Non-Traditional Careers
4. Disadvantaged
5. Limited-English Proficiency

(See Appendix C for list of participants.)

STEP FIVE
CONDUCT WORKSHOP

Forty-eight persons participated in the personnel training drafting workshop which began at 9 a.m. on Thursday, November 4, 1982, at Bechtel Power Corporation. (See Appendix D for agenda.)

A. BECHTEL POWER CORPORATION

1. Welcome and Introductions

   Mr. Keith Adams, Assistant Dean of Vocational Education at Cerritos College, welcomed participants and outlined the day's program.

2. Background--Cerritos College

   Mr. Richard Whiteman, Dean of Vocational Education at Cerritos College, distributed packets of information to participants which contained extracted pages from the 1981-1982 Trade and Industry Articulation Project Final Report. Specifically, 33 drafting/architecture courses at the feeder high schools/ROP level articulate to six selected Cerritos College drafting/architecture courses. Articulation agreements are in effect with these feeder schools and the process is working.
   In addition, Mr. Whiteman highlighted those College drafting/architecture courses which articulate to neighboring four-year colleges and universities.

3. Overview--Bechtel

   Mr. Sam Oriza, Supervisor, CAD Program Section, Bechtel Power Corporation, presented an overview of Bechtel's utilization of computer assisted drafting and their need for trained CAD operators. Also in attendance were Bechtel program chiefs who answered questions from participants and conducted the tours.

4. Tour--Bechtel

Workshop participants, borken up into groups of six or seven each, were given tours of the computer room and viewed actual drafting designs being printed by the computer fed in by CAD operators. Participants were also allowed to select from various "menu" boards and thus gain actual hands-on experiences. The tour was extensive, detailed, and, according to the evaluation forms, informative.

5. Lunch--Bechtel

Bechtel personnel joined workshop participants for lunch and informal questions and answers.

B. ROCKWELL INTERNATIONAL

Reconvene at Cerritos College

The workshop reconvened at Cerritos College at 1 p.m. Mr. Jerry Sarapuk, Project Engineer, CAD/CAM Systems, Rockwell International, gave an overview of Rockwell's CAD utilization and needs. He was assisted by Ms. Marie Mungaray, Administrator, Education Development Program, who explained Rockwell's cooperation with Cerritos College and neighboring high schools in the STEP Program (Science Technological Educational Program).

C. CERRITOS COLLEGE CAD EQUIPMENT DEMONSTRATION

Cerritos College has eight (8) Apple Microcomputers all tied in to one Corvus as part of its CAD operator training program. In addition, the training program utilizes a Hewlett Packard Plotter, Cascade Printers, Panasonic Video Recorder, and eight digitizer tablets. Mr. Dave Albert from Cascade Graphics Development Corporation along with Randy Thorburn, User Support Specialist, explained how the equipment can be utilized.

Unfortunately, a defect in the power supply outlet prevented participants from gaining actual hands-on experiences.

D. SUMMARY

Project staff feels that the workshop utilized the best of all facilities available. Bechtel has a multi-million dollar sophisticated CAD system which participants were able to view first-hand and, in some cases, even to operate first-hand. Although, due to time constraints, participants were not able to visit Rockwell personally, Rockwell staff demonstrated the tremendous importance of CAD to its programs.

By viewing the Cerritos College CAD facilities and equipment, participants were able to observe how the students at both the secondary and post secondary levels can receive actual training in this new area of high technology--Computer Assisted Drafting.

STEP SIX
SEND ACKNOWLEDGMENTS

A. LETTER FROM SUPERINTENDENT

A personal letter was sent from the Cerritos College President/Superintendent to all the Unified School District Superintendents thanking them for their district's participation as well as listing those individuals who actually attended from their districts. (See Appendix E for copy of letter.)

B. LETTER TO PARTICIPANTS

Personal letters were sent from the Project Administrator to each workshop participant. (See Appendix F for copy of letter.)

Included in each letter was a Certificate of Completion certifying completion of a five-hour workshop in CAD. (See Appendix G for copy of Certificate.)

C. LETTERS TO SPEAKERS, HOSTS, FACILITATORS, ETC.

Personal letters, of course, were sent to those at Bechtel and Rockwell who conducted the workshop. Included in each letter was a Certificate of Appreciation.

STEP SEVEN
CONDUCT EVALUATION

Evaluation forms (see Appendix H) were sent to all participants. Twenty-three (23) returned them-approximately 50 percent of those actually participating in the workshop (excluding speakers, tour guides, etc.).

Following is a summary of the evaluation:

1. HOW WOULD YOU RATE:

	EXCELLENT	VERY GOOD	AVERAGE	FAIR	POOR
THE USEFULNESS OF THE WORKSHOP TO YOU?	13	8	2	0	0
THE ORGANIZATION OF THE WORKSHOP?	14	9	0	0	0
THE LOCATIONS OF THE WORKSHOP?					
BECHTEL POWER CORPORATION (MORNING)	20	3	0	0	0
CERRITOS COLLEGE (AFTERNOON)	14	7	2	0	0

2. WHAT DID YOU LIKE MOST ABOUT THE WORKSHOP?

Twenty respondents commented that they liked the actual demonstration of the CAD system and the tour of Bechtel the most.

Other Comments:

"The professionalism of Bechtel Employees"

"The cooperative spirit"

3. WHAT DID YOU LIKE LEAST ABOUT THE WORKSHOP?

"Finding out what equipment costs."

"Rockwell was anti-climactic to Bechtel."

"When Cerritos College's equipment failed to work, but it couldn't be helped."

4. WILL YOU BE ABLE TO USE OR APPLY ANY OF THE KNOWLEDGE GAINED IN THE WORKSHOP?

All 23 respondents said yes.

5. SHOULD THERE BE FURTHER HIGH TECHNOLOGY WORKSHOPS SUCH AS THIS?

All 23 respondents said yes. Areas suggested as workshop topics included: robotics, numerical control, electronics, CAD/CAM, lasers, computers, and auto machining.

6. HOW MIGHT WE IMPROVE?

"Speakers need to be aware of the skills or knowledge of the audience."

""Hands-on" activities and include a few students."

"Interested in ways of continuing the lines of communication with private industry to further explore ways of mutually aiding each other."

"Smaller groups where you can get "dumb" questions answered."

7. OTHER COMMENTS?

"Keep up the good work."

"Some valuable insight gained into what industry would like from us in the training field."

"I learned; I can well use the information."

"It was very enjoyable and well organized."

"Provide current CAD literature (all types) so that teachers can share with students."

"Great lunch!!"

"I find workshops of this caliber on high technology a valuable asset for me to better inform students on career choices."

"I am better able to tell women about the excellent opportunities offered in this area--they are very interested to find out about this!"

"CAD seems particularly appropirate for disabled students interested in drafting, although we have had difficulty finding qualified candidates so far."

"The move toward computerization has a positive impact on the chances for disabled employment. CAD is an example."

"Invite me again!!"

"Sharing articles from professional journals or having a centralized vocational education library would be helpful."

APPENDIX A--LETTER FROM PRESIDENT/SUPERINTENDENT

Cerritos Community College District

11110 East Alondra Blvd., Norwalk, CA 90650/(213) 860-2451
Serving Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, La Mirada, Norwalk.

October 13, 1982

Dr. Bruce C. Newlin, Superintendent
Norwalk-La Mirada Unified School District
12820 South Pioneer Boulevard
Norwalk, CA 90650

Dear Dr. Newlin:

Cerritos College has been given a small grant to introduce the concept of CAD (Computer Aided Drafting) to vocational education instructional and guidance staffs.

We have developed a drafting industry exchange program with Bechtel Power Corporation in Norwalk for Thursday, November 4, 1982. This inservice education program will begin at 9 a.m. at Bechtel with an overview followed by a tour to witness application of CAD hardware and software. We will break for lunch at approximately 11:30 and reconvene at Cerritos College at 1 p.m. for an explanation of our joint drafting articulation effort followed by actual hands-on opportunities utilizing the College's new CAD/CAM Designer Systems,

We request that your selected guidance counselors (such as assistant principals) and your high school drafting instructors listed below (or their alternates) be released to attend this workshop:

Stan Sypien (El Camino)	Joseph Wille (Norwalk)
Bill Hollis (Glenn)	Derol Niebuhr (Norwalk)
Jim Wilcox (La Mirada)	Don Gibson (both La Mirada and ROP)

Some districts may wish to utilize VEA Subpart 3 Personnel Training funds for this purpose. Please let us know as soon as possible the names of those who plan to attend so we may send them an agenda and make luncheon reservations. You may contact Richard Whiteman, Dean of Vocational Education, Ext. 215, Project Director, or Betsy Stewart, Ext. 332, Project Coordinator.

We look forward to sharing this high technology concept in action with your instructors and guidance personnel.

Sincerely,

Wilford Michael

Wilford Michael
President/Superintendent

Board of Trustees: Richard M. Goul, President; Harold T. Tredway, Vice President; Katie Nordbak, Secretary; Robert Epple, Dr. Eugene Garcia, Hazel Scotto, Ada Steenhoek, Members; Dr. Wilford Michael, President/Superintendent; Lance R. Clawson, Student Member of the Board.

REW:KKA:bgs

Cerritos Community College District

TO: ALL PARTICIPANTS, CERRITOS COLLEGE/BECHTEL/ROCKWELL CAD WORKSHOP

FROM: RICHARD WHITEMAN, DEAN OF VOCATIONAL EDUCATION, PROJECT DIRECTOR
KEITH ADAMS, ASSIST. DEAN OF VOCATIONAL EDUCATION, PROJECT ADMINISTRATOR

DATE: OCTOBER 27, 1982

SUBJECT: CERRITOS COLLEGE/BECHTEL/ROCKWELL PERSONNEL TRAINING WORKSHOP
Thursday, November 4, 1982

We are so pleased you will be attending the Cerritos College Drafting Personnel Training Program in cooperation with Bechtel Power Corporation and Rockwell International. As you know, the Workshop will be Thursday, November 4, 1982. An agenda for the workshop is attached.

This all-day conference will be presented in two parts:

1. AT BECHTEL POWER CORPORATION

   We will meet at Bechtel Power Corporation (see map attached) promptly at 9 a.m. Park in the parking lot behind the Bechtel Building. Please try to car pool because parking is limited due to construction. Enter the building through the south door and check in with the guard who will direct you to the cafeteria.

2. AT CERRITOS COLLEGE

   Following lunch as our guest at Bechtel, we will give those driving parking permits for and directions to Cerritos College. We will re-convene promptly at 1 p.m. in the Technology Building, Room 10. Personnel from Rockwell International will give us an overview of Rockwell's Computer Aided Drafting/Design utilization and needs. Then, Personnel from Cascade Graphics Development will demonstrate Cerritos College equipment.

We look forward to seeing you on November 4th and sharing with you this new concept in high technology in the Drafting area. Feel free to contact Mrs. Betsy Stewart, Project Coordinator, at Ext. 332 should you have any questions.

bgs

Attachment: Map to Bechtel
Agenda
List of Participants (Tentative)

Board of Trustees: Dr. Richard Whiteman, Vice President; Katie Nordbak, Secretary;
Dr. Willard Michael, President Superintendent;
Student Member, Board

APPENDIX C--LIST OF PARTICIPANTS

LIST OF PARTICIPANTS (TENTATIVE)

CERRITOS COLLEGE/BECHTEL/ROCKWELL
DRAFTING PERSONNEL TRAINING PROGRAM
THURSDAY, NOVEMBER 4, 1982

BECHTEL POWER CORPORATION

Carol Gomez, College Recruiting Officer
Sam Oriza, Supervisor, CAD Program Section
(other section personnel as designated by Mr. Oriza)

ROCKWELL INTERNATIONAL

Jerry Sarapuk, Project Engineer, CAD/CAM Systems
Marie Mungaray, Administrator, Education Development Program

CASCADE GRAPHICS DEVELOPMENT

Dave Alpert, Regional Manager
Randy Thorburn, User Support

ABC UNIFIED SCHOOL DISTRICT

Phyllis Brewer, Counselor, Cerritos High School
James Baird, Vocational Instructor, Artesia High School
Sam Bisogno, Vocational Instructor, Cerritos High School
William McKee, Instructor, Gahr High School

BELLFLOWER UNIFIED SCHOOL DISTRICT

Wayne Freeman, Counselor, Bellflower High School
Ron Funkhouser, Counselor, Mayfair High School
Jules Hooper, Instructor, Bellflower High School
Thad Kirkham, Instructor, Mayfair High School

DOWNEY UNIFIED SCHOOL DISTRICT

Joe Aguerrebere, Administrator, Downey High School
Ron Archuleta, Drafting Instructor, Warren High School
Wesley Bell, Counselor, Warren High School
Richard Williams, Drafting Instructor, Downey High School

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

Marian Farber, Instructor, Business Education, La Mirada High School
Bill Hollis, Drafting Instructor, Glenn High School
Jerry LaBonte, Work Experience Instructor, El Camino High School
Richard LeGrue, Counselor, La Mirada High School
Derol Niebuhr, Drafting Instructor, Norwalk High School
Ron Ternquist, Counselor, Norwalk High School
Art Turman, Counselor, Norwalk High School
Gil Ulibarri, Assistant Principal, Norwalk High School
James Wilcox, Drafting Instructor, La Mirada High School
Joseph Wille, Drafting Instructor, Norwalk High School
Linda Hary, Resource Teacher, Glenn High School

(continued)

CERRITOS COLLEGE

Keith Adams, Assistant Dean of Vocational Education
Norm Carlson, Drafting Instructor
Sue Cotler, Administrative Assistant, Technology Division
Bedal Diaz, Associate Dean, Technology Division
Vera Eckles, Specialist, Women's Center
Allen Frankley, Drafting Instructor
Bob Hughlett, Coordinator, Programs for Disabled
Don Montgomery, Technology Counselor
Norm Nicolson, Director of Data Processing
Phil Rodriquez, Coordinator of Student Affairs
Phil Salazar, Technology Counselor
Betsy Stewart, VEA Project Assistant
Ed Weaver, Drafting Instructor
Richard Whiteman, Dean of Vocatimnal Education
George Williams, Drafting Insteuctor
Martha Yeager-Garcia, Instructor, Limited English Proficiency
Patrick Killian, Programmer/Analyst, Computing Center

bgs: 10/26/82

AGENDA

CERRITOS COLLEGE/BECHTEL/ROCKWELL

DRAFTING PERSONNEL TRAINING PROGRAM

THURSDAY, NOVEMBER 4, 1982

Bechtei Power Corporation
12400 East Imperial Highway
Norwalk, CA 90650
(213) 864-6011

9:00-9:30	Registration, Coffee and Donuts	Bechtel Cafeteria
9:30-9:45	Welcome and Introductions	Keith Adams, Assistant Dean, Vocational Education, Cerritos College
9:45-10:30	Overview: Bechtel CAD Utilization and Needs	Sam Oriza, Supervisor CAD Program Section
10:30-11:15	Tour of Bechtel Drafting Units	
11:15-12:30	- - LUNCH - -	Bechtel Cafeteria

- - - -

APPENDIX E--THANK YOU LETTER FROM PRESIDENT/SUPERINTENDENT

Cerritos Community College District

11110 East Alondra Blvd., Norwalk, CA 90650/(213) 860-2451
Serving Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, La Mirada, Norwalk.

December 6, 1982

Dr. Bruce C. Newlin, Superintendent
Norwalk-La Mirada Unified School District
12820 South Pioneer Boulevard
Norwalk, CA 90650

Dear Dr. Newlin:

On behalf of Cerritos College, thank you for your District's participation in the Computer Aided Drafting personnel training workshop held in cooperation with Cerritos College, Bechtel Power Corporation, and Rockwell International on November 4, 1982.

We were pleased that over 40 instructors, counselors, and administrators from five districts took part in this high technology workshop held at Bechtel in the morning and Cerritos College in the afternoon.

Those attending from Norwalk-La Mirada Unified School District were as follows:

Marian Farber, Instructor, Business Education, La Mirada High
Linda Hary, Resource Teacher, Glenn High
Bill Hollis, Drafting Instructor, Glenn High
Jerry LaBonte, Work Experience Instructor, El Camino High
Ron Ternquist, Counselor, Norwalk High
Art Turman, Counselor, Norwalk High
Gil Ulibarrie, Assistant Principal, Norwalk High
James Wilcox, Drafting Instructor, La Mirada High
Joseph Wille, Drafting Instructor, Norwalk High
Richard LeGrue, Counselor, La Mirada High
Derol Niebuhr, Drafting Instructor, Norwalk High

We have sent each of them a personal thank you letter as well as a Certificate of Completion certifying they have completed a five-hour Computer Aided Drafting (CAD) workshop for their portfolio. Thank you for making the arrangements necessary for these people to attend.

Sincerely,

Wilford Michael

Wilford Michael
President/Superintendent

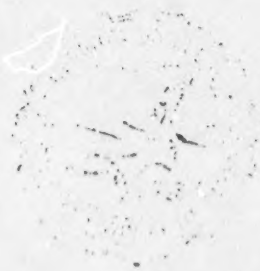
WM:bgs

Board of Trustees: Richard M. Goul, President; Harold T. Tredway, Vice President; Katie Nordbak, Secretary; Robert Epple, Dr. Eugene Garcia, Hazel Scotto, Ada Steenhoek, Members; Dr. Wilford Michael, President/Superintendent; Lance R. Clawson, Student Member of the Board.

cc: Keith Adams
Bob Jones

APPENDIX F--THANK YOU LETTER TO ALL PARTICIPANTS

Cerritos Community College District



11110 East Alondra Blvd., Norwalk, CA 90650/(213) 860-2451
Serving Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, La Mirada, Norwalk.

November 29, 1982

Mr. Richard LeGrue, Counselor
La Mirada High School
13520 Adelfa
La Mirada, CA 90638

Dear Mr. LeGrue:

We were pleased to have you attend the Cerritos College Drafting Personnel Training Workshop in cooperation with Bechtel Power Corporation and Rockwell International on November 4, 1982.

Now that some time has elapsed since the workshop, we thought that you might have formed some opinions regarding the value of the workshop to you. Enclosed is an evaluation sheet that we would like for you to complete and return to us in the postage-paid envelope. We value your opinion and look forward to hearing from you.

Also enclosed is a Certificate of Completion certifying you completed the five-hour workshop in CAD. We felt you might want to include this in your portfolio.

Again, thank you for attending the workshop. We hope it was beneficial to you.

Sincerely,

Keith K. Adams
Project Administrator

KKA:bgs
Encl: Evaluation Sheet and Return Envelope
Certificate of Completion

Board of Trustees: Richard M. Goul, President; Harold T. Tredway, Vice President; Katie Nordbak, Secretary; Robert Epple, Dr. Eugene Garcia, Hazel Scotto, Ada Steenhoek, Members; Dr. Wilford Michael, President/Superintendent; Lance R. Clawson, Student Member of the Board.

Cerritos College

Certificate of Completion

This is to certify that

BETSY STEWART

has completed a 5-HOUR **workshop in**

COMPUTER AIDED DRAFTING (CAD)

IN COOPERATION WITH BECHTEL/ROCKWELL/CERRITOS COLLEGE

given at Cerritos, California this 4TH **day of** NOVEMBER, **19** 82

PROJECT DIRECTOR

PROJECT ADMINISTRATOR

PROJECT COORDINATOR

APPENDIX G--CERTIFICATE OF COMPLETION

APPENDIX H--EVALUATION FORM

EVALUATION SHEET

CERRITOS COLLEGE/BECHTEL/ROCKWELL
DRAFTING PERSONNEL TRAINING WORKSHOP

THURSDAY, NOVEMBER 4, 1982

	EXCELLENT	VERY GOOD	AVERAGE	FAIR	POOR
1. HOW WOULD YOU RATE:					
THE USEFULNESS OF THE WORKSHOP TO YOU?					
THE ORGANIZATION OF THE WORKSHOP?					
THE LOCATIONS OF THE WORKSHOP? BECHTEL POWER CORPORATION (MORNING) CERRITOS COLLEGE (AFTERNOON)					

2. WHAT DID YOU LIKE MOST ABOUT THE WORKSHOP? _____

_____

_____

3. WHAT DID YOU LIKE LEAST ABOUT THE WORKSHOP? _____

_____

_____

4. WILL YOU BE ABLE TO USE OR APPLY ANY OF THE KNOWLEDGE GAINED IN THE WORKSHOP? YES ☐ NO ☐

5. SHOULD THERE BE FURTHER HIGH TECHNOLOGY WORKSHOPS SUCH AS THIS? YES ☐ NO ☐

(IF YES, IN WHAT AREAS? _____)

6. HOW MIGHT WE IMPROVE? _____

_____

7. OTHER COMMENTS? _____

_____

8. OPTIONAL: NAME: _____ TITLE: _____

PLEASE RETURN EVALUATION TO KEITH ADAM'S OFFICE AS SOON AS POSSIBLE

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